



Commercial Reroofing Permit Application

City of Corvallis, Development Services Division
PO Box 1083, Corvallis OR 97339
501 SW Madison Avenue, Corvallis OR 97333
Phone: 541-766-6929
E-mail: development.services@corvallisoregon.gov
Web: www.corvallispermits.com

DEPARTMENT USE ONLY

Permit No:

Receipt No:

Date:

JOB SITE LOCATION

Job site address (or map & tax lot number):

DESCRIPTION OF WORK

(Please include occupancy designation and use of building):

APPLICANT (OWNER OR AGENT)

Company name:

Contact name:

Address:

City, state, zip:

Phone:

Fax:

E-mail:

Applicant's signature:

Print name:

Date:

INSPECTION CONTACT INFORMATION

Name:

Phone:

Email:

CONTRACTOR

Business name:

Address:

City, state, zip:

Phone:

Fax:

E-mail:

CCB license number:

Expiration date:

SUBMITTAL DOCUMENTS

The following items must accompany this application:

- ☐ Basic site plan – illustrate the area of work and distances to any neighboring structures and property lines. Please locate staging area of roofing materials.
- ☐ Product sheets that show the classification of the roofing material (Class A, B or C) with Listings.
- ☐ Product sheets for the attachment material and/or fastening method.

REQUIRED DATA

Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.

Valuation: \$

Job Start Date:

Roof Square Footage:

Number of Squares:

Number of Existing Layers:

☐ One ☐ Two

☐ Altering ☐ Overlaying ☐ New

If altering, will you be replacing insulation?

☐ Yes ☐ No

Yes = Requires commercial review to address Energy Code.

Type of Roofing: (ie: composition, metal)

Class of Roof: ☐ Class A

If other type of class a structural review is required.

PLEASE NOTE: Intake fees initiate the plan review process. All remaining plan review fees are collected at the time of permit issuance. If the application is expired or voided prior to permit issuance, all remaining plan review fees will be due. I have read and understand these terms.

Initial: _____

This application is valid for 180 days

PLAN REVIEW

Please check all that apply. Structural or other permits may be required along with a three week review period.

- ☐ Changing Roof Type
- ☐ Structural Changes
- ☐ Class B Roof
- ☐ Class C Roof
- ☐ Replacing Insulation
- ☐ Mechanical Work (Permit)
- ☐ Plumbing / Drain Lines (Permit)

PROCESS/PROCEDURE:

Summary of PRO 3007 Outlines Procedures for the Issuance of Reroofing Permits Full procedure available at www.corvallispermits.com/

1. Contractor will apply at counter with two (2) copies of all required submittal documents. Permit fees and State Surcharge will be paid at this time; if review fees are assessed they will be paid at issuance.
2. A Project Coordinator will have a maximum of two (2) business days to review submitted documents.
3. A Permit Technician will notify applicant that plans are ready, and of any remaining fees due.
4. Contactor will obtain plans, pay any remaining fees and schedule Pre-Cover inspection at issuance of permit.
5. Contractor will be responsible to have approved plans on site and schedule all remaining inspections.
6. If work is required beyond the scope of the approved plans a formal revision must be submitted prior to specific work being started.

FEE SCHEDULE:

(No Plan Review fees will be assessed unless the Project Coordinator determines the need.)

1. Building Permit Fees applicable under Corvallis Municipal Code Section 8.03.300.010 shall be as follows:	
1.00 - \$500.00	\$20
\$501.00 - \$2,000.00	(\$20.00 for the first \$500.00) + (\$1.83 for each additional \$100.00 or fraction thereof)
\$2,001.00 - \$25,000.00	(\$47.51 for the first \$2,000.00) + (\$7.94 for each additional \$1,000.00 or fraction thereof)
\$25,001.00 - \$50,000.00	(\$230.31 for the first \$25,000.00) + (\$5.97 for each additional \$1,000.00 or fraction thereof)
\$50,001.00 - \$100,000.00	(\$379.69 for the first \$50,000.00) + (\$3.96 for each additional \$1,000.00 or fraction thereof)
\$100,001.00 and up	(\$578.09 for the first \$100,000.00) + (\$3.31 for each additional \$1,000.00 or fraction thereof)
2. Building Plan Review Fee	Plan review fee shall be equal to the building permit fee.
3. Service Enhancement Review Fee	January 1, 2012; 40% of the building permit plan review fee . January 1, 2013; 67% of the building permit plan review fee .
4. State Surcharge 12%	12% of Building Permit fee.